

THE CHILDREN'S ASSESSMENT CENTER
JOB DESCRIPTION
2010

Position Title: Bilingual Children's Services Technician – Part time

Supervision Received: Children's Services Coordinator

Hours: Monday-Thursday 3:00 pm – 8:00 pm
Friday 1:00 pm – 5:00pm
Some overtime will be required

Position Description: Attends to the specific duties related to the care of children and operations of the Children's Services Department. Performs as a childcare provider. Coordinates activities and special events for children while at The Center. Assists children with Spanish/English verbal communication skills. Assists Children's Services Coordinator with the training, scheduling and management of community volunteers.

Examples of Job Duties:

- Plans and implements activities with children in the Children's Services playroom.
- Provides childcare along with community volunteers in the Children's Services playroom.
- Assists Children's Services Coordinator in planning community volunteer training sessions.
- Manages volunteers as they provide childcare services in the Children's Services playroom.
- Assists with volunteer scheduling to ensure coverage in the Children's Services playroom.
- Provides clients with available resources including clothes and food as needed.
- Ensures adequate stocking of supplies for the Children's Services playroom.
- Assumes responsibility for case tracking system and data entry for all Playroom visitors.
- Maintains and updates daily, monthly, and yearly Playroom reports.
- Identifies unmet needs in the Children's Services Department and assists in the development of solutions.

Qualifications: Applicant must have a degree in or be currently enrolled in a Bachelor's Degree program in Social Work or a related field such as Child Development or Psychology. Must be able to communicate verbally and in written form with children, staff and community volunteers. Must have good organizational and computer skills and be self-motivated. Must be verbally fluent in Spanish. Experience working with children.

For more details contact Dorota Jankovsky at 713-986-3524 or by email at dorota.jankovsky@cac.hctx.net.